

Important Notification

Date: [Insert Date]

Dear [Client's Name],

We are writing to inform you about a recent data security incident that may have affected your personal information. At [Company Name], we take the privacy and security of our clients very seriously and are committed to keeping you informed about any events that may impact you.

On [insert date of the incident], we discovered that [brief description of the incident, e.g., unauthorized access to our systems]. We have since taken immediate measures to address the situation, including [list any corrective actions taken, e.g., strengthening security protocols, conducting a full investigation].

While we have no evidence that your personal information has been misused, we wanted to alert you to this incident so you can take appropriate precautions. We recommend that you [suggest actions for the client, e.g., monitor your accounts, change passwords].

If you have any questions or need further assistance, please do not hesitate to contact us at [insert contact information]. We appreciate your understanding and partnership as we work to keep your information safe.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]